MANIPUR GAZETTE

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GOVERNMENT OF MANIPUR
DEPARTMENT OF PERSONNEL & ADMINISTRATIVE REFORMS
(ADMINISTRATION REFORMS DIVISION)

NOTIFICATION
Imphal, the 14th October, 2005

No. 11/4/2005-AR.- In exercise of the powers conferred by clause (b) and (c) of sub-section (2) of section 27 of the Right to Information Act, 2005 (22 of 2005), the Governor of Manipur hereby makes the following rules, namely:-

1. **Short title and commencement.** – (1) These rules may be called the Manipur Right to Information (Regulation of Fee and Cost) Rules, 2005.

(2) They shall come into force on the date of their publication in the Official Gazette.

2. **Definitions**.- In the rules, unless the context otherwise requires:-

(a) 'Act' means the Right to Information Act, 2005;

(b) 'section' means section of the Act;

(c) all other words and expressions used herein but not defined and defined in the Act shall have the meanings assigned to them in the Act.

3. A request for obtaining information under sub-section (1) of section 6 shall be accompanied by an application fee of rupees ten by way of cash against proper receipt or by demand draft or bankers cheque payable to the Accounts Officer of the public authority.

4. For providing information under sub section (1) of section 7, the fee shall be charged by way of cash against proper receipt or by demand draft or bankers cheque payable to the Accounts Officer of the public authority at the following rates:-

(a) Rupees two for each page (in A-4 or A-3 size paper) created or copied;

(b) actual charge or cost price of a copy in large size paper;

(c) actual cost or price for samples or models; and

(d) for inspection of records, no fee for the first hour; and a fee of rupees five for each fifteen minutes (or fraction thereof) thereafter.

5. For providing the information under sub-section (5) of section 7, the fee shall be charged by way of cash against proper receipt or by demand draft or bankers cheque payable to the Accounts Officer of the public authority at the following rates:-

(a) for information provide in diskette or floppy rupees fifty per diskette or floppy; and

(b) for information provided in printed form at the price fixed for such publication or rupees two per page of photocopy for extracts from the publication.

S. SUNDERLAL SINGH,
Special Secretary (Dp & AR),
Government of Manipur.

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GOVERNMENT OF MANIPUR DEPARTMENT OF PERSONNEL &ADMINISTRATIVE REFORMS (ADMINISTRATIVE REFORMS DIVISION)

N O T I F IC A T I O N
Imphal, the 28th December, 2006

No.11\4\2005-AR- In exercise of the powers conferred by clause (e) and (f) of sub-section (2) of section 27 of the Right to Information Act, 2005(22of 2005), the Governor of Manipur hereby makes the following rules, namely: ---

1 Short title and commencement: -

(1) These rules may be called the Manipur Information Commission (Appeal Procedure) Rules, 2006.

(2) They shall come into force on the date of their publication in the Official Gazette.

2. Definitions :-- In these rules unless the context otherwise requires:-

a. "Act" means the Right to Information Act, 2005;
b. "Section" means section of the Act;
c. "Commission" means the Manipur Information Commission,
d. Words and expressions used herein and not defined but defined in the Act shall have the meanings respectively assigned to them in that Act.

3. Contents of appeal: -- an appeal to the Commission shall contain the following information, namely:-

i. name and address of the appellant;
ii. name and address of the State Public Information Officer against the decision of whom the appeal is preferred; iii. particulars of the order including number, if any, against which the appeal is preferred;
iv. brief facts leading to the appeal;
v. if the appeal is preferred against deemed refusal, the particulars of the application, including number and date and name and address of the State Public Information Officer to whom the application was made;
vi. Prater or relief sought;
vii. Grounds for the prayer or relief;
viii. Verification by the appellant;and
ix. Any other information which the Commission may deem necessary for deciding the appeal.

4. Documents to accompany appeal:- Every appeal made to the Commission shall be accompanied by the following documents, namely----

i. self –attested copies of the Orders or documents against which the appeal is being preferred;
ii. copies of documents relied upon by the appellant and referred to in the appeal; and
iii. an index of documents referred to in the appeal.

5.Procedure in deciding appeal ;--- In deciding the appeal the Commission may_

(i) hear oral or written evidence on oath or on affidavit from concerned or interested person;
(i) peruse or inspect documents,public records or copies thereof;
(ii) inquire through authorized officer further details or facts;
(iii) hear State Public Information Officer, State Assistant Public Information Officer or such Senior Officer who decide the first appeal, or such person against whom the complaint is made, as the case may be;
(iv) Hear third party; and
(v) Receive evidence on affidavit from State Public Information Officer, State Assistant Public Information Officer, such Senior Officer who decided the first appeal, such person against whom the complaint lies or the third Party.

6. Service of notice by Commission: ------ Notice to be issued by the Commission may be served in any of the following modes, namely: -----

i. service by the party itself,
ii. by hand delivery (dasti) through Process Server;
iii. by registered post with acknowledgement due; or
iv. through Head of office or Department

7. Personal presence of the appellant or complainant;----

(1) The appellant of the complainant,as the case may be, shall in every case be informed of the date of hearing at least seven clear days before that date,

(2)The appellant or the complainant, as the case may be ,may at his discretion at the time of hearing of the appeal or thee complaint by the Commission be present in person or through his duly authorized representative or may opt not to be present.

(3) Where the Commission is satisfied that the circumstances exist due to which the appellant or the complainant, as the case may be, is being prevented from attending the hearing of the Commission, then, the Commission may afford the appellant or the complainant, as the case may be, another opportunity of being heard before a final decision is taken or take any other appropriate action as it may deem fit.

(4) The appellant or the complainant, as the case may be, may seek the assistance of any person in the process of the appeal while presenting his points and the person representing him may not be a legal practitioner.

8. Order of the Commission: ----- Order of the Commission shall be pronounced in open proceedings and be in writing duly authenticated by the officer authorized by the Commission for this purpose.

Sd/

(S. Sunderlal Singh)
Special Secretary (DP&AR)
Government of Manipur